



Administrative Assistant to the Selectmen

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To: Selectmen
From: Stu
Re: Comprehensive Planning Committee
Date: March 25, 2013

At the March 21, 2013 meeting you asked me to put together a proposal for the formation of a Comprehensive Planning Committee as voted on by the town meeting. There was mention of specific current boards to include on the committee, including a Selectman, a Planning Board Member, a Conservation Commission Member, and someone from the education community. There was also some desire expressed to keep the committee relatively small to start so that it not become unwieldy.

Given that direction, how about the following:

The initial Comprehensive Planning Committee should be no larger than 7-members. The following shall be solicited for representation:

Planning Board/Conservation Commission (1)
Selectmen/Town Office Staff (1)
Budget Committee (1)
Local School Advisory Committee/School Staff (1)
3 members -community at Large (3)

The committee's appointment would run until the annual town meeting 2014.

The tasks for the committee would be to:

1. Meet with the person from the State to formulate a time line and process to update the Comprehensive Plan
2. Develop a budget for the formation of the Comprehensive Plan
3. Identify the optimal Comprehensive Planning Committee size and membership
4. Start updating the information contained in the 1996 comprehensive plan (things like population, tax commitments, budgets etc. that are vital info for the new version).

The Committee should have its initial meeting by June 1, 2013, and lay out a timeline from there.

I am willing to represent the town staff and/or the Selectmen on the committee, depending on the time commitment.

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